

## FINANCIAL MANAGEMENT ADVISORY COMMITTEE MINUTES

November 6, 2013

---

The Financial Management Advisory Committee met on November 6, 2013.

The following attended:

<u>NAME</u>	<u>DEPARTMENT/DIVISION</u>
Melissa Blankenship	Mo Lottery
Jennifer Wilbers	MGC
Cindy Luebbering	MDNR
Renee Godsey	DHSS
Audrey Cunningham	DOLIR
Kerry Branch	MDHE
Stacey Jacobs	STC
Dana Kliethermes	MDA
Gerri Howard	OA/Commissioner's Office
Marianne Mills	OA/Budget and Planning
Lynn Struemp	OA/Budget and Planning
Nancy Holtschneider	DOR
Jayne Masek	DOC
Cyndi Voss	MDC
Carol Willhite	DPS
Lori Hughes	SOS
Debbie Davis	Credit Unions
Kim Sandbothe	DIFP/Finance
Andrea Beck	DESE
Robin Burkhart	DESE
Julie Miller	MVC
Arlene Boessen	AGO
Debbie Crossnoe	ITSD
Brian Dowden	OSCA
Mike Clark	DMH
Theresa McDonald	DSS
Nicole Hackmann	STO
Jessica Opie	OA
Lenard Lenger	DOC
Suzette Kempker	MoDot
Sherry Rowden	DIFP/PR
Rob Verslues	DED/PSC
Stacey Hirst	DED/PSC
Julie Keilholz	DED/PSC
Ami Patel	DSS
Lana Massman	STO
Carol Newgaard	SAO
Felicia Hubble	OA
Dwayne Rasmussen	OA

# MISSOURI FINANCIAL MANAGEMENT ADVISORY COMMITTEE

8:30 A.M.

November 6, 2013

Room 500, HST Building

## MINUTES

### **Presentations:**

- 1) Results Engineering Demo** – Results Engineering gave a demo on the Electronic Content Management (ECM) system that is on the statewide contract and will be replacing some existing contracts.
  - a) The system has scanning and workflow capabilities and the ability to link to Microsoft Office and SAM II.
  - b) The State of Missouri's Account Manager is Judy Coleman ([Judy.Coleman@REENG.com](mailto:Judy.Coleman@REENG.com)). Other contact points for Results Engineering are Greg Boyd ([Greg.Boyd@REENG.com](mailto:Greg.Boyd@REENG.com)) and [sales@REENG.com](mailto:sales@REENG.com).
- 2) Status Reports:**
  - a) State Treasurer's Office – Nicole Hackmann
    - i) Biennial transfer letter went out. Contacts are Kim Toebben and Nicole Hackmann.
    - ii) The lockbox contract is being worked on. It will be a 4 year contract. If you wish to be involved, please contact Nicole so your needs can be met.
    - iii) Staff should be reminded they cannot authorize a vendor to process a check as an ACH transaction.
  - b) OA/ITSD – Crystal Wessing
    - i) SQL charges for SDC have been reviewed by management.
    - ii) Microsoft renewals are being worked on. This is the second renewal of three.
    - iii) ITSD is working on replacing XP by April.
    - iv) Any IT budget adjustments should be sent to Crystal via email.
  - c) OA/Accounting
    - i) Due to the Thanksgiving Holiday, the last day to enter payments for a November check date will be November 25<sup>th</sup>.
    - ii) A memo will be forthcoming outlining all the MAP changes due to House Bill 116.
    - iii) November paychecks will be issued November 27<sup>th</sup>.